

USGBC Meeting Minutes

Meeting Date: March 7th, 2013

Phone Call Meeting

Time: 7:00- 8:35

ROSTER:

Members:	Title	Attendance and Number of meetings attended in 2013	Email
John Pietroniro	Chair	Yes 4 out of 4	john.prg@comcast.net
Hillary Gaynor	Vice Chair	Yes 4 out of 4	hillary.gaynor@beangroup.com
Ed Gagnon	Treasurer	Yes 3 out of 4	edward.f.gagnon@baesystems.com
Jeff Bennett	Responsible Director of Education	Yes 4 out of 4	jbennett@brusscon.com
Mark Goldstein	Responsible Director for Nominating	Yes 4 out of 4	markg@milestoneengcon.com
Gretchen Young	Secretary	Yes 4 out of 4	gretchenyoung6@gmail.com
Jay Purcell	Responsible Director for Value	No 1 out of 4	jpurcell@myfairpoint.net
Jill Robinson		Yes 3 out of 4	jrobinson@exeter.edu
Karena Sisco		Yes 4 out of 4	ksisco@brharch.com
Guests:			
Anne Scala	Recording Secretary	no	anne.scala1@gmail.com
Rick Smith	Board Counsel	Yes	smith@bernsteinshur.com
Ken Weston	Communications Chair	No	

MINUTES:

#	Item	Outcome
	Committee Chair John Pietroniro called the meeting to order at 7pm	
1	Conflicts of Interest- None	Done
2	Next Meeting: March 9, 2013 – Strategic Planning	Done
3	Opening Round	Done
4	Quorum Check – 8 present out of 9 total members; 5 required for Quorum.	Done
5	Approval of Previous Minutes February 7, 2013 – Noted the March 7 meeting was changed to a telephone conference	Done

6	<p>Strategic Planning Meeting</p> <ul style="list-style-type: none"> - Survey Completion <ul style="list-style-type: none"> Board Members to Complete both surveys by March 8, 2013 for use at SPM All Members to register for head count and lunch order <p>Discussed changing default registration from current “anonymous” to showing the name</p> <ul style="list-style-type: none"> - Planning Committee - Focus topics for Session <p>The heart of the matter is a desire to go “back to basics”. How do we do things and what can we do well? The idea is to shore up the underpinning of our procedures, close gaps in communication, and generally upgrade the professionalism of the organization’s operations.</p> <ul style="list-style-type: none"> - action items at end of meetings - Monthly check up rather than just for annual report <p>Membership & Programs – review the process and communication pieces that we use to recognize membership and event attendees. –[Perhaps a flow chart?]</p> <ul style="list-style-type: none"> - Discussion of a membership drive <p>Hillary to bring current status of memberships to SPM Ed will bring report from outreach initiative (Strategic Goal #2) Managing the webpage</p> <ul style="list-style-type: none"> - who should this fall too? Secretary? <p>Following up on our benefit package to sponsoring partners.</p> <p>Standard setups at programs and events – marketing collaterals, volunteer opportunities, upcoming events</p> <ul style="list-style-type: none"> - should a board member be at every green eggs to do the elevator speech? <p>How to collect and utilize non-financial data from Green Eggs (attendees, feedback, location, etc.) 90 second commercial</p> <p>Collaboration calendar – [for coordination with sister organizations] Gretchen will add to Secretary list of duties. Driving membership, revenue and education and managing their interrelation</p> <ul style="list-style-type: none"> - Approach Home Depot or similar for funding resources <p>Becoming more visible in the community</p> <p>Targeted outreach to “widen the tent” – Chambers of commerce, municipalities, etc SP procedural recommendation: think in terms of small items that can be accomplished and aligned with SP</p> <ul style="list-style-type: none"> - Work with Regional planning commissions - Work with Plan NH <p>One task – language for local green building ordinance</p> <p>Address negative perceptions about LEED</p> <p>Assess effectiveness of Responsible Director structure – who’s on first? - Perhaps rethink this structure and use more of a team approach</p>	Done
7	<p>Treasure’s Report- sent as email for overview</p>	Done

8	<p>Upper Northeast Regional Committee</p> <ul style="list-style-type: none"> - Election/Appointment of Regional Representatives - Drop-in Calls: occur the 2nd Friday of each month at noon. - Leadership Summit: April 18-19th in Rhode Island 	Done
9	<p>Committee Reports:</p> <p>Governance- Rick and John – All committees should think in terms of input for the Annual Report Programs- Will we have another Awards Dinner? Membership- Hillary Nominating- Mark Not too soon to think about next elections. Could use a board term matrix. Finance- Ed Will add a monthly Budget vs. Actual report. Also will find CPA for review per bylaws. Education- Jeff B. – Renew Curriculum License Agreement. Contact VT re collaboration. Communication- Ed Gretchen as Secretary will be point of contact for email blasts Advocacy- Fundraising- John as Chair to apply lessons learned from Greenbuild</p>	
10	Other Business	N/A
11	Closing Rounds	Done
12	<p>Next Meeting: Call - in April 4, 2013 7:00 - 8:30pm</p> <p>Call in number: 218-339-4300 x780744#</p>	